



**U.S. Department of Justice**

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

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[www.atf.gov](http://www.atf.gov)

August 26, 2019

REFER TO: 2019-1413

Mr. Daniel Boquslaw  
MuckRock News  
DEPT MR 64239  
411A Highland Avenue  
Somerville, MA 02144-2516

Dear Mr. Boquslaw:

This responds to your Freedom of Information Act (FOIA)/Privacy Act request dated August 21, 2019, and received by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) on the same day, in which you requested records concerning Reed College between the years 2001 and 2012. Your request has been assigned number 2019-1413. Please refer to this number on any future correspondence.

A proper Freedom of Information Act request for records must reasonably describe the records sought. See 5 U.S.C. § 552(a)(3)(A). After carefully reviewing your request, I have determined that you did not reasonably describe the subject of your request. Please provide a detailed description of the records you are requesting; a date or date range for your request; indicate the ATF System of Records where you believe the records would reside; and identify the Category of Request into which your request falls.

If you are able to provide additional information, we will conduct another search. Please resubmit your request, to the Disclosure Division. You may mail your documents to 99 New York Avenue, NE, Room 4.E-301, Washington, DC 20226. You may also fax your documents to (202) 648-9619. Additionally, you may send any documentation to [foiamail@atf.gov](mailto:foiamail@atf.gov). Please include the assigned case number in your email. If you have any questions, would like to discuss any aspect of your request, or need assistance in making a request, you may contact our FOIA Public Liaisons, Darryl Webb or Zina Kornegay, at (202) 648-7390.

Please note that your FOIA request is being administratively closed.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c). This

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response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

You may contact our FOIA Public Liaisons, Darryl Webb or Zina Kornegay, at (202) 648-7390, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web site: <https://www.foiaonline.gov/foiaonline/action/public/home>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

A handwritten signature in black ink, appearing to read "A. Siple".

Adam C. Siple  
Chief, Disclosure Division